

POTENTIAL BARRIERS TO OBTAINING A CHILD CARE CENTER LICENSE

Caregiver Background Checks

The Department of Children and Families is required to obtain completed and signed *Background Information Disclosure* (BID) forms from and conduct caregiver background checks on the person who is applying for a child care center license as well as any adult who lives on the premises of the proposed child care center. The caregiver background checks must be completed prior to issuance of a child care center license. Minor household residents are required to submit a completed and signed *Background Information Disclosure* (BID) form which will be reviewed by the department to determine if a caregiver background check needs to be conducted. A child care center license may be denied or restricted based on information obtained as part of a caregiver background check.

In February 2010, a new law was enacted that modified the list of crimes that may bar a person from holding a license to operate a child care center or from residing in or working for a child care program. The list of crimes that provide some sort of bar to obtaining a license, residing in or working for a child care program is attached to this document. **The department may not issue a license if the applicant or a household resident has a conviction for a crime specified on the attached list.**

The department also checks the Department of Justice's Criminal History Database and the Circuit Court Case Search database as part of a caregiver background check. If the information from these sources indicates any arrests, convictions or other offenses or actions that may be related to a person's ability to care for children or to operate a child care business, the department will conduct an investigation to determine whether a license may be granted. The investigation will consist of a review of police reports, child abuse and neglect reports, court documents and other relevant information. Other records related to evictions or money transactions such as small claims judgments may be reviewed as well. Because each record must be obtained and reviewed prior to a final licensing decision, the investigation may take time to complete.

Additional information on the CBC process, revisions to the caregiver background check law and information on how to apply for rehabilitation review approval is available on the department's website: <http://dcf.wisconsin.gov/childcare/licensed/CBC.HTM>

Tax Delinquencies

The department searches tax records maintained by the Department of Revenue. The department must deny an application for a child care center license if the Department of Revenue notifies the department that the applicant has been certified liable for delinquent taxes under s. 71 and 77, Wis. Stats.

Future Applications for a License

If an application for a child care license is denied, the Department of Children and Families may not process another application for a license for two years after the date the original application for a license was denied. If an application was denied or a child care certification was revoked by a county department, the department may not process an application for a license for two years after the denial or revocation.

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at (608) 266-9314 (general) or (888) 692-1382 (TTY). For civil rights questions call (608) 266-5335 or (866) 864-4585 (TTY).